



Guía de Servicios en línea para negocios (BSO, sus siglas en inglés) para el año tributable 2006

Servicio W-2c Online

Contiene las siguientes lecciones:

- [Cómo crear un formulario W-2c Online](#)
- [Cómo descargar los formularios W-2c ya sometidos](#)
- [Cómo reanudar los formularios W-2c que aún no ha sometido](#)

Lección 1: Cómo crear un formulario W-2c Online

Siga las siguientes instrucciones para crear hasta 5 formularios W-2c Online.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Login** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).



Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

General Login Attestation

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Business Services Online Login (en español, Acceso a los Servicios en línea para negocios).



BSO Help

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

[Select this link if you forgot your password.](#)

[Select this link if you need to complete your phone registration.](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Paso 4: Entre su PIN y contraseña.

Paso 5: Seleccione el botón de **Login**. El sistema mostrará la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

Paso 6: Seleccione el enlace de **Enter Forms W-2c for Tax Year 2006** (en español, Entrar los formularios W-2c para el año tributable 2006).

► **Enter Forms W-2c for Tax Year 2006**

Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Fifty (50) reports can be entered at one time.

El sistema mostrará la página, Wage Reporting Attestation (en español, Atestación para informar salarios).



Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Paso 7: Seleccione el botón de **I Accept** después de leer las condiciones definidas en la página, Wage Reporting Attestation. El sistema mostrará la página, W-2c Online Information for Tax Year 2006 (en español, Información para el año tributable 2006, del servicio W-2c Online).



Social Security Online

Business Services Online

 W-2c Online Help

W-2c Online Information for Tax Year 2006

W-2c Online lets you create, print, and submit up to 5 Forms W-2c to the Social Security Administration. You may not use W-2c Online if any of the restrictions below apply to you.

Note: W-2c Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 14 through 20 on the Form W-2c will not be shown on the Form W-3c. However, this data will be displayed on individual W-2cs when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3c and Forms W-2c. Follow [this link](#) to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the **Continue** button at the bottom of this page.

The following RESTRICTIONS apply to all W-2c Reports:

- Previous W-2s where both the Name and SSN fields were blank may not be corrected.
- Third-party sick pay recap forms may not be corrected.
- Agent Indicator Codes may not be corrected.
- You must verify your W-2 has moved to **Complete** status before attempting to file a correction.
- Self-employed individuals may not file correction reports.

Note: Self-employment income and applicable taxes must be reported on Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.

The following RESTRICTIONS apply only to W-2c Online:

- Do NOT use W-2c Online if you are attempting to file Form W-2.
- Do NOT use W-2c Online if you are filing corrections for a tax year other than 2006.
- Do NOT use W-2c Online if you are attempting to correct address information. Please complete IRS Form 9322 to correct address information.
- Do NOT use W-2c Online to correct an incorrect Employment Type or Establishment Number.
- Do NOT use W-2c Online to correct a previous W-2c report.
- Do NOT use W-2c Online if you are only correcting state wage/fund data (Boxes 15 through 20 on Form W-2c). SSN does not apply W-2c information to the states.
- Do NOT use W-2c Online if you are correcting United States military wages or using a military Employer Identification Number (EIN).
- Corrected wages cannot be reported on incorrectly filed EINs.
- Wages earned in American Samoa, Guam, Puerto Rico, U.S. Virgin Islands, or the Northern Mariana Islands may not be corrected using W-2c Online.

Do not use W-2c Online if you are submitting information for a correction on a W-2c that is described in part 5 of Internal Revenue Service publication 915, www.irs.gov/pub/irs-pdf/ir915a.pdf.

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name: **DAVID W SAWTELLE**
 Your Company's EIN: **11-1111111**
 Your Name: **MICHAEL NEWELL**
 Your Address: **123 TEST LANE
 BOWIE, MD 21060**
 Your Phone: **4109999999**
 Your Extension (optional): **<Not Specified>**
 Your Fax (optional): **<Not Specified>**
 Your E-mail Address (optional): **MARK@SSA.GOV**

If the above registration information is no longer accurate, please [follow this link](#) to update it.

If you need assistance with the information requested on either the Form W-2c or Form W-3c, please visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-4933. For TDD/TTY call 1-800-829-4059.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

- I am filing Forms W-2c for my company's employees.
- I am filing Forms W-2c for another company's employees.

Options	
Continue	Continue with W-2c Online. Read Privacy Act and Paperwork Reduction Act Notice.
Cancel	Abandon your changes and return to the BSO Home page.

Privacy Act and Paperwork Reduction Act Notice.
 We ask for the information on Forms W-2c and W-3c to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.
 You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.
 The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: **Form W-2c** -- 40 minutes, and **Form W-3c** -- 51 minutes.

Paso 8: Si tiene algún informe que aún no ha sometido, el sistema mostrará la página, W-2c Online Unsubmitted Reports for Tax Year 2006 (en español, Informes que aún no ha sometido para el año tributable 2006, del servicio W-2c Online). Para el año tributable 2006, puede tener hasta un máximo de 50 informes a la vez que no ha sometido. Para empezar un informe nuevo, primero tiene que someter un informe que ya existe. Si hay 49 informes o menos, puede continuar sin someter los informes existentes al seleccionar el botón de **Start a New Report** (en español, Comenzar un informe nuevo).

Paso 9: Seleccione la respuesta apropiada en la sección de **FOR WHOM ARE YOU FILING?** (en español, ¿PARA QUIÉN ESTÁ SOMETIENDO EL INFORME?) después de revisar la información de inscripción.

NOTA: *Los botones de **FOR WHOM ARE YOU FILING?** no están disponibles para las personas que trabajan por cuenta propia.*

Paso 10: Seleccione el botón de **Continue** (en español, Continuar) después de revisar el aviso de la Ley de Confidencialidad y la Ley de Reducción de Documentos de Trabajo. El sistema mostrará la página, W-2c Online Employer Data for Tax Year 2006(en español, Información del empleador para el año tributable 2006, del servicio W-2c Online). (De lo contrario, seleccione el botón de **Cancel** para terminar la sesión y regresar a la página principal de BSO).



W-2c Online Help

W-2c Online Employer Data for Tax Year 2006

Please fill in your information below:

Fields marked with an asterisk (*) MUST be completed.

Employer's Information

Employer Identification Number (EIN) * :

Employer's Name * :

Employer's Address

Address Line 1:

Address Line 2:

City * :

Please enter a U.S. Domestic Address OR a Foreign Address

Country * :

State Abbreviation (for U.S.) / Province * :

Zip / Postal Code * : <input type="text"/>		Zip Ext.: (U.S. Only) <input type="text"/>	
Please select Kind of Payer * : (Note: Military payers cannot file using this service)			
<input type="radio"/> 941 (Regular)		<input type="radio"/> 944 (Select small employers)	
<input type="radio"/> CT-1 (Railroad)		<input type="radio"/> Hshld. emp.	
<input type="radio"/> 943 (Agriculture)			
<input type="radio"/> Medicare govt. emp. (For Government EINs ONLY!)			
Warning! Be sure to select the appropriate Kind of Payer. You will not be given an opportunity to change your selection later.			
<input type="checkbox"/> Third-party sick pay			
Establishment Number: <input type="text"/>			
Employer State ID Number: <input type="text"/>			
Contact Person			
Name * : <input type="text" value="MICHAEL NEWELL"/>			
E-mail Address: <input type="text" value="MARR@SSA.GOV"/>			
Telephone Number: <input type="text" value="4109999999"/>		Ext: <input type="text"/>	
Fax Number: <input type="text"/>			
Options			
<input type="button" value="Continue"/>	Save your entries and begin creating W-2cs.		
<input type="button" value="Cancel"/>	Abandon your entries and return to the BSO Home page.		

Paso 11: Entre su información de empleador. Si usted está sometiendo el informe para su propia compañía, el sistema automáticamente propaga la información.

NOTA : Todos los campos marcados con un asterisco (*) tienen que ser completados.

Paso 12: Seleccione el botón de **Continue**. El sistema mostrará la página, W-2c Online Form W-2c for Tax Year 2006 (en español, Formulario W-2c para el año tributable 2006, del servicio W-2c Online). (De lo contrario, seleccione el botón de **Cancel** para salir y regresar a la página principal de BSO).

NOTA : Si hay uno o más formularios W-2c guardados, el sistema mostrará la página, W-2c Online Data Review (en español, Reviso de información, del servicio W-2c Online). Siga al paso 15.



Social Security Online
Business Services Online

W-2c Online Help

W-2c Status:
You are currently working on W-2c number 1.

W-2c Online
Form W-2c for Tax Year 2006

Fields marked with an asterisk (*) MUST be completed.			
a Tax Year/Form corrected 2006/W-2		For Official Use Only OMB No. 1545-0008	
b Employee's correct social security number* [] - [] - []		c Corrected name <input type="checkbox"/> (If checked enter correct name in box e and complete box i)	d Employer's Federal EIN 11 - 1111111
e Employee's Name first: [] middle: [] last: [] suffix: []		g Employer's name, address, and ZIP code LOCKHEED BALTIMORE, MD 21117	
f Employee's address and ZIP code			
Suite/Attn.: []	Country: * [United States v]		
Street/P. O. Box: []	State / Province: * []		
City: * []	Zip / Postal Code: * []	Zip Ext. (U.S. Only): []	

14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/>	14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>
14 Other Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>	14 Other Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>		
State Correction Information			
Previously reported	Correct information	Previously reported	Correct information
15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>
16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>
Locality Correction Information			
18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>
20 Locality Name (1) <input type="text"/>	20 Locality Name (1) <input type="text"/>	20 Locality Name (2) <input type="text"/>	20 Locality Name (2) <input type="text"/>
Options			
<input type="button" value="New W-2c"/>	Keep this W-2c and create another W-2c.		
<input type="button" value="Done"/>	Keep this W-2c and review a list of W-2cs you have entered.		
<input type="button" value="Cancel"/>	Abandon this W-2c and review a list of W-2cs you have entered.		

Paso 13: Entre las correcciones de la información del formulario W-2 en los campos correspondientes. No llene los campos que fueron informados correctamente la primera vez que sometió el formulario W-2.

Paso 14: Seleccione el botón de **New W-2c** (en español, W-2c nuevo) para guardar esta información y poder crear otro formulario W-2c. De lo contrario, seleccione el botón de **Done** (en español, Terminado) para guardar la información de este W-2c y proceder a la página, W-2c Online Data Review for Tax Year 2006 (en español, Reviso de información para el año tributable 2006, del servicio W-2c Online). También puede seleccionar el botón de **Cancel** para borrar las entradas hechas en este formulario W-2c.

NOTA : *Usted puede entrar un máximo de 5 formularios W-2c. Cuando entre su quinto formulario, el sistema ya no mostrará el botón de **New W-2c**.*

Paso 15: Después que seleccione **New W-2c** o **Done**, es posible que reciba una alerta. Si es así, tendrá que revisar su información y hacer cualquier corrección o seleccionar la respuesta, **Override** (en español, **Sobrepasar**) para cada alerta. Luego, seleccione **New W-2c** para crear un nuevo registro de W-2c, o seleccione **Done** para proceder a la página, **W-2c Online Data Review for Tax Year 2006**.



[W-2c Online Help](#)

W-2c Online Data Review for Tax Year 2006

This wage report is being prepared for:

EIN: 11-1111111

LOCKHEED
BALTIMORE, MD 21117

#	SSN	Name	Options
1.	111-11-1111	JIM SMITH	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="New W-2c"/>	Create another W-2c.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3c"/>	View your Form W-3c totals. From here you can submit your corrected wage report, print your wage report, or return to the W-2c Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2c Online without finalizing your annual wage report. Your employer information and Forms W-2c will be saved until 01/21/2007. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	Exit W-2c Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2c Online reports.

Paso 16: Seleccione el botón de **View/Edit** (en español, Ver y Editar) al lado del informe correspondiente para ver o editar la información del formulario W-2c. Si quiere borrar la información del formulario W-2c, seleccione el botón de **Delete** (en español, Borrar) al lado del informe correspondiente.

Paso 17: Seleccione una de las siguientes opciones: **New W-2c** (en español, W-2c nuevo), **Edit Employer Info** (en español, Editar información de empleador), **Go to W-3c** (en español, Ir al W-3c), **Save & Quit** (en español, Guardar y Terminar), o **Quit and Delete** (en español, Terminar y Borrar).

NOTA: *La opción New W-2c no estará disponible si ya se han guardado cinco formularios W-2c en el informe actual. La opción Go to W-3c no estará disponible si no existen formularios W-2c guardados para el empleador actual.*

Paso 18: Seleccionar el botón de **Go to W-3c** para someter su información de salarios. El sistema mostrará la página, W-2c Online Form W-3c for Tax Year 2006 (en español, Formulario W-3c para el año tributable 2006, del servicio W-2c Online).



W-2c Online Help

W-2c Online Form W-3c For Tax Year 2006

a Tax Year/Form corrected 2006/W-2		For Official Use Only OMB No. 1545-0008	
b Employer's name, address, and ZIP code LOCKHEED BALTIMORE, MD 21117		c Kind of Payer 941 - Regular	
d Number of Forms W-2c 1	e Employer's Federal EIN 11-1111111	f Establishment number	g Employer's State ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect Federal EIN Not Applicable	i Incorrect Establishment Number Not Applicable	j Incorrect State ID number Not Applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation \$1,000.00	1 Wages, tips, other compensation \$200.00	2 Federal Income Tax withheld \$0.00	2 Federal Income Tax withheld \$0.00
3 Social security wages \$0.00	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	4 Social security tax withheld \$0.00
5 Medicare wages and tips \$0.00	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	6 Medicare tax withheld \$0.00

7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9 Advance EIC payment \$0.00	9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00	10 Dependant care benefits \$0.00
11 Nonqualified plans: \$0.00	11 Nonqualified plans: \$0.00	12a-d (Coded items) \$0.00	12a-d (Coded items) \$0.00
14 Inc. tax W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>	14 Inc. tax W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>		
16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>
18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>
Contact person MICHAEL NEWELL	Telephone number 4109999999		
E-mail Address MARK@SSA.GOV	Fax Number		

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</p>	
<div style="border: 1px solid black; padding: 5px; width: 150px; margin: auto;"> Submit Corrected Wage Report </div>	<p>Submit your corrected Tax Year 2006 wage report to the Social Security Administration.</p> <p>Your Form W-3c must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c. No test feature is provided for W-2c Online. Selecting this button will cause your data to be submitted.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 150px; margin: auto;"> Print Corrected Wage Report </div>	<p>Print your corrected Tax Year 2006 wage report.</p> <p><i>Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 150px; margin: auto;"> Return to W-2c Data Review Page </div>	<p>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</p>

Paso 19: Seleccione una de las siguientes opciones:

El botón de **Submit Corrected Wage Report** (en español, Someter informe de salarios corregidos) para someter su información de salarios. Siga al [paso 20](#) para informarse mejor.

El botón de **Print Corrected Wage Report** (en español, Imprimir informe de salarios corregidos) para imprimir o ver con anticipación la impresión de su informe

de salarios antes de someterlo al Seguro Social. Siga al [paso 24](#) para informarse mejor.

El botón de **Return to W-2c Online Data Review Page** (en español, Regresar a la página de revisión de información, del servicio W-2c Online).

Paso 20: Seleccione el botón de **Submit Corrected Wage Report** en la página, W-2c Online Form W-3c for Tax Year 2006. El sistema mostrará la página, W-2c Online Receipt Acknowledgement for Tax Year 2006 (en español, Acuse de recibo de información para el año tributable 2006, del servicio W-2c Online).



W-2c Online Help

**W-2c Online
Receipt Acknowledgment for Tax Year 2006**

Date: 23-Oct-06 Time: 03:38 PM Eastern Time

**Your corrected annual wage report has been submitted to the Social Security Administration.
Please do not send us paper forms.**

This corrected annual wage report was submitted for:

Employer Name: LOCKHEED
EIN: 111111111

Your Wage File Identifier (WFID) is KVQ013.

The WFID is a number assigned to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file hyperlink below (or tab to it and press Shift + F10) and select *Save As* to download your W-2c / W-3c file. Depending on your computer's configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2c and Form W-3c. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the file hyperlink (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2c and W-3c for 4 years. This file will continue to be available through **11/22/2006** by selecting *Download Submitted W-2cs* from the BSO Home Page. After this date, it will be discarded.

[KVQ013.pdf](#)

Continue

NOTA: *Se le recomienda, para imprimir, que seleccione el botón de **OK** en la caja desplegable que aparece cuando se accede la página, W-2c Online Receipt Acknowledgement.*

Paso 21: Oprima el botón derecho de su ratón para guardar el archivo de salarios.

Paso 22: Seleccione la opción de **Save Target As** (en español, Guardar el objetivo como) del menú de su navegador para guardar el archivo. (De lo contrario, seleccione el botón de **Continue**).

NOTA: *Usted puede descargar su archivo de salarios corregido que sometió por hasta 30 días después de la fecha en que lo sometió usando la función Lección 2: Cómo descargar los formularios W-2c ya sometidos.*

Paso 23: Seleccione el botón de **Continue**. El sistema mostrará la página, W-2c Online Thank You (en español, Muchas Gracias, del servicio W-2c Online).



[W-2c Online Help](#)

W-2c Online Thank You

Thank you for using W-2c Online

If you have not saved your file, right-click on the filename below (or tab to it and press Shift + F10) and select *Save As* to save your Form W-3c and Form W-2c information on your computer.

[KVQ013.pdf](#)

This file will continue to be available through **11/22/2006** by selecting *Download Submitted W-2cs* from the BSO Home Page.

After you have saved your file, [follow this link](#) to download Adobe Acrobat Reader if this software is not already installed on your computer. You will need Adobe Acrobat Reader (version 5.0 is recommended) to print your Form W-3c and Forms W-2c.

[BSO Home](#)

Paso 24: Seleccione el botón de **Print Corrected Wage Report** en la página, W-2c Online Form W-3c para imprimir el informe de salarios corregido. El sistema mostrará la página, W-2c Online Report Print (en español, Imprimir el informe, del servicio W-2c Online).



1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3c and Form W-2c information on your computer.

Depending on your computer's configuration, this download could take 5 minutes or longer. After you have saved your file, [follow this link](#) to download Acrobat Reader from Adobe's free download page.

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the Submit Corrected Wage Report button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</p>	
	<p>Submit this corrected Tax Year 2006 wage report to the Social Security Administration.</p> <p>Your Form W-3c must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c.</i></p>
	<p>View your Form W-3c totals.</p> <p>From here you can submit your corrected wage report, print your corrected wage report, or return to the W-2c Online Data Review page.</p>
	<p>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</p>
	<p>Exit W-2c Online without finalizing your annual wage report. Your employer information and Forms W-2c will be saved until 01/21/2007.</p> <p><i>Note: This is not an extension of the filing deadline.</i></p>
	<p>Exit W-2c Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2c from this session. This includes any previously unsubmitted W-2c Online reports.</p>

*NOTA : Si no tiene Adobe Acrobat Reader en su computadora, usted puede descargarlo al seleccionar **“follow this link”** (en español, siga este enlace) cerca del medio de la página.*

Paso 25: Seleccione el enlace de **Print Preview** (en español, ver la impresión con anticipación). El sistema mostrará los formularios W-2c.

Paso 26: Seleccione **File>Print** (en español, Archivo>Imprimir) de la barra del menú o seleccione el icono de Imprimir de la barra de herramientas.

Paso 27: Seleccione **File>Close** (en español, Archivo>Cerrar) de la barra del menú después de imprimir para cerrar la ventana. El sistema lo regresará a la página, Print Preview.

Paso 28: Las opciones en la página, W-2c Online Report Print le permitirán someter su archivo de salarios corregido a la Administración del Seguro Social, regresar a la página de W-3c, regresar a la página, W-2c Online Data Review, guardar su información, o salir sin guardar su información.

Paso 29: Seleccione el botón **Return to W-2c Data Review Page** en la página, W-2c Online Form W-3c para editar su información del formulario W-2c. El sistema lo regresará a la página, W-2c Online Data Review.

Lección 2: Cómo descargar los formularios W-2c ya sometidos

Siga las siguientes instrucciones para descargar un archivo Adobe que contiene formularios W-2c y W-3c para un informe del servicio W-2c Online sometido durante los últimos 30 días.

NOTA: Los archivos de Adobe están disponibles por 30 días o hasta el 31 de diciembre de 2006.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Login** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).



General Login Attestation

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

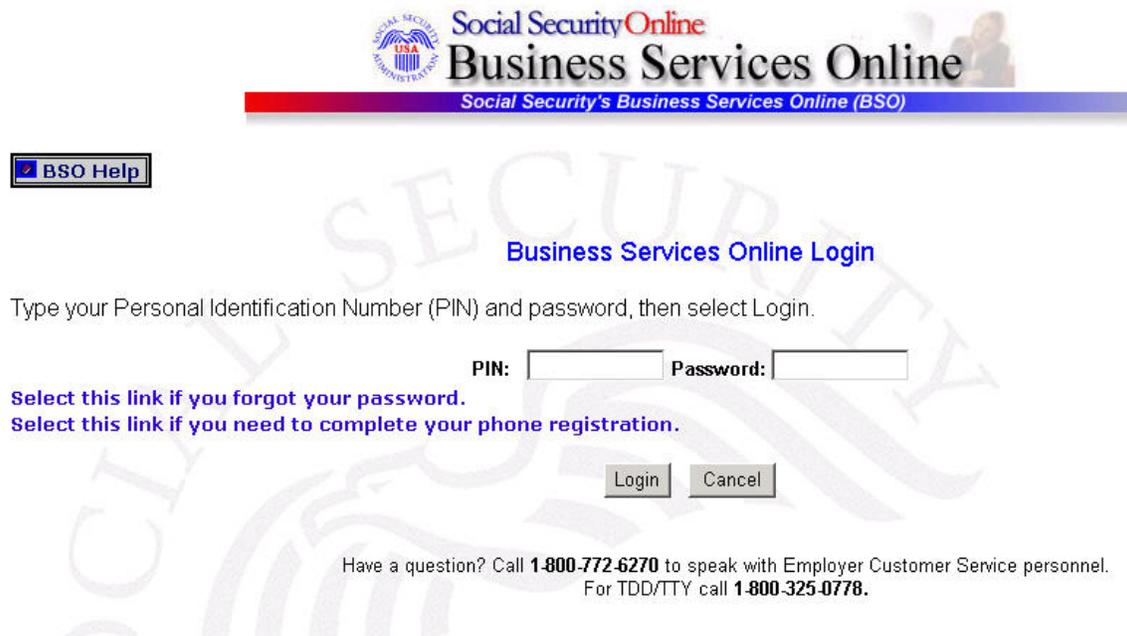
I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará

la página, Business Services Online Login (en español, Acceso a los Servicios en línea para negocios).



BSO Help

Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Paso 4: Entre su PIN y contraseña.

Paso 5: Seleccione el botón de **Login**. El sistema mostrará la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

Paso 6: Seleccione el enlace de **Download Submitted W-2cs** (en español, Descargar formularios W-2c ya sometidos).

► **Download Submitted W-2cs**

Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

El sistema mostrará la página, Wage Reporting Attestation (en español, Atestación para informar salarios).



Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Paso 7: Seleccione el botón de **I Accept** después de leer las condiciones definidas en la página, Wage Reporting Attestation. El sistema mostrará la página, W-2c Online Download for Tax Year 2006 (en español, Descargo para el año tributable 2006, del servicio W-2c Online).



**W-2c Online
Download for Tax Year 2006**

Right-click on the WFID (or tab to it and press Shift + F10) and select *Save As* to download your W-2c / W-3c file. Depending on your computer's configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2c and Form W-3c. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

WFID	Date Submitted	Purge Date
KVQ013	10/23/2006	11/22/2006

Paso 8: Oprima el botón derecho de su ratón sobre el enlace de WFID que desea descargar.

Paso 9: Seleccione la opción de **Save Target As** (en español, Guardar el objetivo como) del menú del navegador para descargar el archivo a su computadora.

Paso 10: Seleccione el enlace de **BSO Home** (en español, Página principal de BSO) para regresar a la página principal de BSO.

Lección 3: Cómo reanudar los formularios W-2c que aún no ha sometido

Siga las siguientes instrucciones para continuar trabajando con los informes del servicio W-2c Online que ha guardado pero aún no ha sometido. El Seguro Social borrará cualquier informe guardado que usted no someta o actualice dentro de 90 días. Todos los formularios W-2c que no son sometidos serán borrados el 31 de diciembre de 2006.

NOTA: *Usted puede tener hasta 50 informes guardados con 5 formularios W-2c en cada informe.*

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):

www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Login** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).



General Login Attestation

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Business Services Online Login (en español, Acceso a los Servicios en línea para negocios).

BSO Help

Social Security Online
Business Services Online
 Social Security's Business Services Online (BSO)

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

Select this link if you forgot your password.
 Select this link if you need to complete your phone registration.

Login Cancel

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0778**.

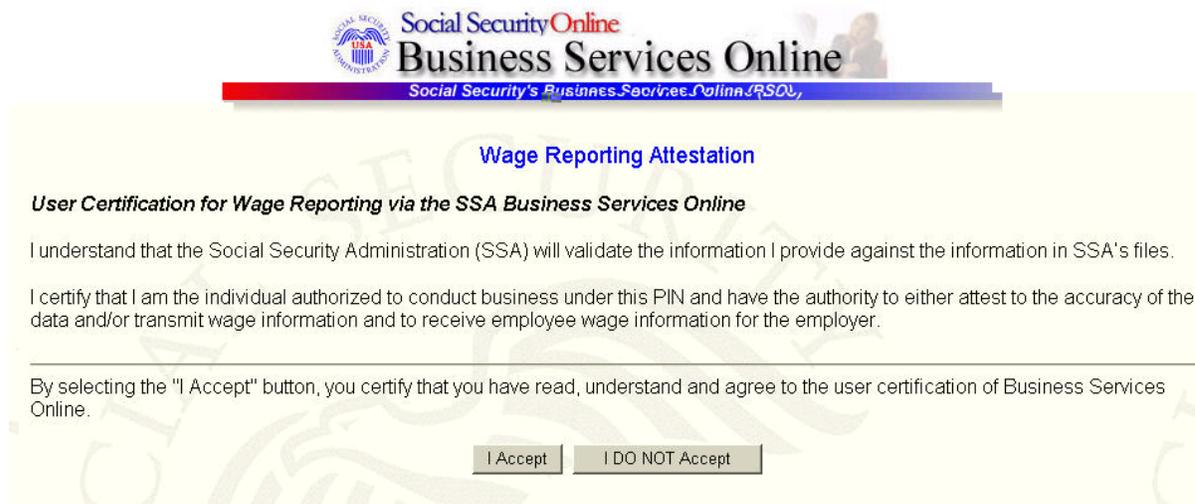
Paso 4: Entre su PIN y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel**, [en español, Cancelar]).

Paso 6: Seleccione el enlace de **Resume Unsubmitted W-2cs** (en español, Reanudar formularios W-2c que aún no ha sometido).

► **Resume Unsubmitted W-2cs**
 Continue processing your unsubmitted W-2cs.

El sistema mostrará la página, Wage Reporting Attestation (en español, Atestación para informar salarios).



The screenshot shows the 'Wage Reporting Attestation' page. At the top, there is a header with the Social Security Administration logo and the text 'Social Security Online Business Services Online'. Below this, the title 'Wage Reporting Attestation' is centered. The main content area contains the following text:

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

At the bottom, there are two buttons: "I Accept" and "I DO NOT Accept".

Paso 7: Seleccione el botón de **I Accept** después de leer las condiciones en la página, Wage Reporting Attestation. El sistema mostrará la página, W-2c Online Unsubmitted Reports for Tax Year 2006 (en español, Informes que aún no ha sometido para el año tributable 2006, del servicio W-2c Online).



W-2c Online Help

W-2c Online Unsubmitted Reports for Tax Year 2006

You have 1 saved report that you have not yet submitted.
To resume a previous report, select the "View / Edit" button next to the report that you wish to continue editing.
To start a new report, select the *Start a New Report* button below.

Note: Unsubmitted W-2c Online reports are deleted if you do not resume working with them before the purge date.

Unsubmitted Reports

#	Employer Name	EIN	Number of W2cs	Save Date ▲	Purge Date	Options
1.	LOCKHEED	111111111	1	10/23/2006	01/21/2007	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="Start a New Report"/>	Start a new W-2c Online Wage Report.
<input type="button" value="BSO Home"/>	Return to the BSO Home Page.

Paso 8: Seleccione el botón de **View/Edit** (en español, Ver y Editar) para el informe específico que quiere ver o modificar. El sistema mostrará la página, W-2c Online Data Review for Tax Year 2006 (en español, Revisión de información para el año tributable 2006, del servicio W-2c Online). (Para borrar el informe, seleccione el botón de **Delete** [en español, Borrar] para el informe específico).



[W-2c Online Help](#)

W-2c Online Data Review for Tax Year 2006

This wage report is being prepared for:

EIN: 11-1111111

LOCKHEED
BALTIMORE, MD 21117

#	SSN	Name	Options
1.	111-11-1111	JIM SMITH	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="New W-2c"/>	Create another W-2c.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3c"/>	View your Form W-3c totals. From here you can submit your corrected wage report, print your wage report, or return to the W-2c Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2c Online without finalizing your annual wage report. Your employer information and Forms W-2c will be saved until 01/21/2007. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	Exit W-2c Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2c Online reports.

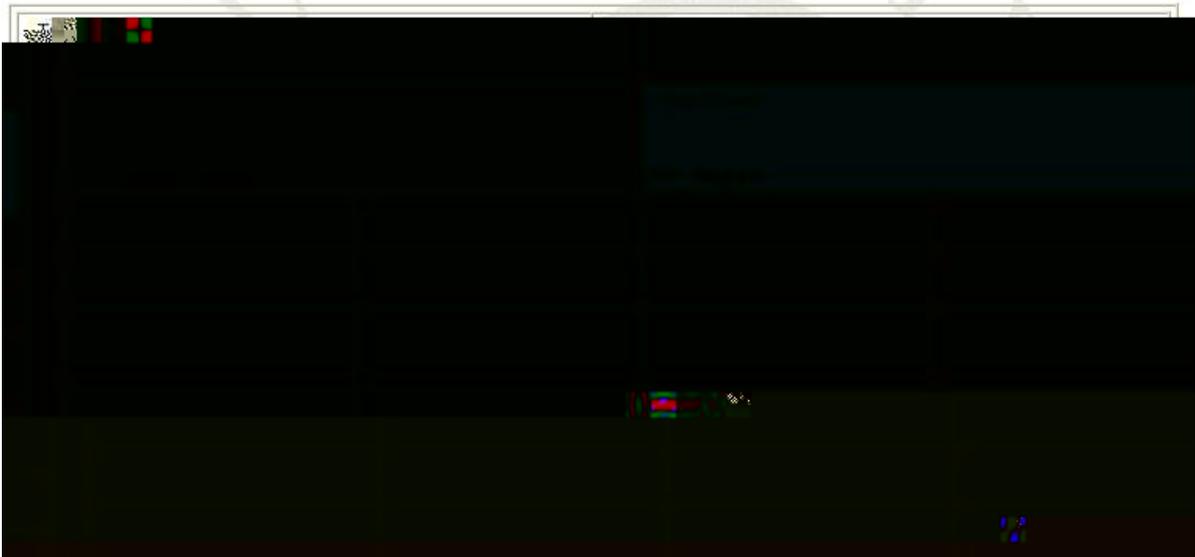
NOTA : El botón de **New W-2c** (en español, *W-2c nuevo*) no será mostrado si usted tiene la cantidad máxima de formularios W-2c que aún no ha sometido (5) por informe.

Paso 9: Seleccione el botón de **Go to W-3c** (en español, Ir al W-3c). El sistema mostrará su formulario W-3c. Use las opciones en esta página para someter su informe de salarios, imprimir su informe de salarios, o regresar a sus formularios W-2c que aún no ha sometido.



W-2c Online Help

W-2c Online Form W-3c For Tax Year 2006



7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9 Advance EIC payment \$0.00	9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00	10 Dependant care benefits \$0.00
11 Nonqualified plans: \$0.00	11 Nonqualified plans: \$0.00	12a-d (Coded items) \$0.00	12a-d (Coded items) \$0.00
14 Inc. tax W/H by 3rd party sick pay payer \$ 0 .00	14 Inc. tax W/H by 3rd party sick pay payer \$ 0 .00		
16 State wages, tips, etc. \$ 0 .00	16 State wages, tips, etc. \$ 0 .00	17 State income tax \$ 0 .00	17 State income tax \$ 0 .00
18 Local wages, tips, etc. \$ 0 .00	18 Local wages, tips, etc. \$ 0 .00	19 Local income tax \$ 0 .00	19 Local income tax \$ 0 .00
Contact person MICHAEL NEWELL	Telephone number 4109999999		
E-mail Address MARK@SSA.GOV	Fax Number		

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.

Submit your corrected Tax Year 2006 wage report to the Social Security Administration.

Submit Corrected Wage Report

Your Form W-3c must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service.

Print your corrected Tax Year 2006 wage report.

Print Corrected Wage Report

Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.

Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.

Return to W-2c Data Review Page